

JOB CLASSIFICATION QUIZ

Directions: Read the statement and mark either True or False.

1.	Job classification involves the design and control of positions.	True	False
2.	Responsibility for job classification rests ultimately with the Human Resources Analyst.	True	False
3.	Job classification is a vital part of the Office of State Personnel's overall program of promoting sound management practices.	True	False
4.	One of management's responsibilities is to apply established job analysis and techniques when determining the classification of a position.	True	False
5.	Management has the most important role in the job classification process.	True	False
6.	It is the responsibility of the agency Human Resources office to maintain the integrity of the classification system.	True	False
7.	The job description is meant to provide a general overview of the position.	True	False
8.	The employee is responsible for writing his/her own job description.	True	False
9.	Organization charts are of little importance to job classification.	True	False
10.	Class specifications should be utilized as a technical document that represents a class, not an individual position.	True	False
11.	Volume of work is a factor that is considered when a job is classified.	True	False
12.	Complexity of work is the nature and intricacy of tasks, steps, processes, or methods in work performed.	True	False

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